RETURN TO ON-CAMPUS WORK AFTER STAY AT HOME ORDER
CHECKLIST FOR ALL MANAGERS

PRIOR TO RETURN

☐ Consider your area’s workspace, workflow, constituent flow, and work priorities to determine if there is adequate spacing to maintain social distancing. If not, determine what changes need to be made, including which jobs can remote work, which roles are absolutely needed in the office, and if flexible hours may be used for social distancing.

☐ Assess other common spaces and devices, i.e. conference rooms, break rooms, copiers, printers. Document and communicate what the common area procedures are upon returning to the workplace.

☐ Identify the need for university developed signage to encourage healthy habits and social distancing in the workplace. Ensure it is posted in visible areas in the workspace. Only university developed signage should be used as it provides safety instructions and will help ensure that instructions are approved and official.

☐ Survey each employee to determine their ability to return to on-campus work according to the established departmental timeline.

☐ DO NOT attempt to identify and target high-risk category employees but communicate to all employees about these categories and the support provided if someone wishes to voluntarily disclose. In accordance with Americans with Disability Act (ADA) protections, employees are not required to disclose if they are in a high-risk category based upon a preexisting medical disability.

☐ If an employee voluntarily self-identifies as being high-risk for COVID-19, is living with someone considered high-risk based on the CDC guidelines, or are following self-quarantine protocol, consult with Human Resources regarding possible employee accommodations, options for remote work, or leave support for the employee. If an employee voluntarily discloses, this information will be kept confidential in accordance with TAMU-CC personnel policies.

☐ Develop a plan and schedule for who returns and when based on the University COVID Task Force timeline, the return to on-campus dates established by your department, and employees’ ability to return. This plan and any substantive changes to this plan should be shared with your Vice President.

☐ Communicate the return to on-campus work plan for your department to your employees and ensure they understand their expected return to on-campus work date.

☐ Ensure all employees have completed 2114130: Protocol and Certification for System Member Employees and 2114131: Safe Practices for Returning to the Office During the COVID-19 Pandemic

☐ Departments should determine any COVID-19 related supplies that may be needed and should contact facilities@tamucc.edu.

☐ Remind employees to pack all IT equipment used to remote work, including cables and accessories, to bring back to campus. (See document Return to Work Guide, section Returning of Equipment)

☐ Encourage employees to self-screen daily before leaving home for any of the following new or worsening symptoms of possible COVID-19. Below is a list of symptoms currently reported. Check the CDC website or your healthcare provider for the most current information. Employees with any of the symptoms below SHOULD STAY HOME until they have contacted their healthcare provider for further guidance and supervisors may require employees present a fitness for duty release.

☐ Cough
☐ Shortness of breath or difficulty breathing
☐ Muscle pain
☐ Sore throat
☐ Diarrhea
☐ Known close contact with a person who is lab-confirmed to have COVID-19

☐ Chills
☐ Repeated shaking with chills
☐ Headache
☐ Loss of taste or smell
☐ Feeling feverish or measured temperature greater than or equal to 100.0 degrees Fahrenheit

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Encourage employees to rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation. This includes removal of unnecessary debris and clean common surfaces.

Ensure tissues, hand sanitizer and disposable wipes or sanitizing spray for commonly touched surfaces (copiers, printers, workstations). Employees will be given a small personal spray bottle of disinfectant, which can be refilled.

If needed, departments should contact EHS@tamucc.edu if their departmental hand sanitizers needs to be refilled, if gloves are necessary for continuation of business, or if disposable masks are needed for visitors. To ensure product availability for the campus community please only request the amount needed.

Ensure the workspace adheres to social distancing guidelines and have employees maintain at least 6 feet of separation from other individuals. If such distancing is not feasible employees should wear a face covering.

Keep meetings to 10 people or less and all attendees should maintain 6 feet of separation. Continue to utilize WebEx, Microsoft Teams, or Zoom for meetings when needed to maintain social distancing.

If an employee shows any symptoms as listed above, they should leave campus immediately and work remotely if able. The employee should contact their healthcare provider for further guidance. See guidelines below before the employee returns to campus.

Report any known or potential employee absence due to COVID-19 immediately to Human Resources for determining next steps and appropriate follow up.

Allow employees to utilize leave time to consult with their healthcare provider, monitor symptoms, self-quarantine or self-isolate due to a possible or confirmed COVID-19 diagnosis.

Advise employees with new or worsening symptoms of illness listed above that they are not permitted to return to work until:

- In the case of an employee who was diagnosed with COVID-19, the individual may return to work when all three of the criteria below are met. The supervisor may also require a fitness for duty certification from the employees’ healthcare provider.
  - At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications)
  - They have improvement in respiratory symptoms (e.g., cough, shortness of breath)
  - At least 10 days have passed since their symptoms first appeared

- In the case of an employee who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is presumed positive for COVID-19. The individual may not return to work until the individual has completed the same criteria listed above; or

- If the employee has symptoms that could be COVID-19 and wants to return to work before completing the criteria above, must obtain a fitness for duty certification from their health care provider.

Instruct all employees with known close contact to a person who is lab-confirmed to have COVID-19 that they may not return to work on campus until the end of the 14-day self-quarantine period from the last date of exposure (with an exception granted for healthcare workers). They should continue to self-monitor and may perform remote work if able. If unable to remote work, please contact HR to discuss leave options. Notify HR of lab confirmed COVID-19 positive diagnosis.

If food or drink is provided to employees, provide individually packaged meals and utensils for each employee.

Discourage employees from sharing desks or equipment and encourage them to wipe down desks and equipment after use.

Conduct check-ins regularly with employees to discuss their challenges, concerns, or questions. Offer support during the transition and contact Human Resources for any additional assistance needed.